



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

STATE PUBLIC HOUSING RESIDENT SERVICES COORDINATOR (RSC) & SELF-SUFFICIENCY PROGRAM COORDINATOR

The Somerville Housing Authority (SHA) is a high-performing, large sized Public Housing Authority that seeks a State Public Housing Resident Services Coordinator (RSC) & Self-Sufficiency Program (SSP) Coordinator to support the Resident Services Department. The RSC/SSP Coordinator will provide residents of four SHA properties with social service assistance. This includes benefit application assistance, resource referral and follow up, and building and maintaining collaborative partnerships to serve residents. The incumbent will also conduct outreach and recruitment on behalf of the SSP program, match individual residents with program services, monitor the performance of community partners, and track the success of the programs in helping residents to overcome barriers, including to economic self-sufficiency.

- The RSC/SSP Coordinator will report to the Director of Resident Services and will work as a team with the Somerville Housing Authority Resident Services Department, including a Federal Public Housing and Section 8 FSS Program, Homeownership Program, and with a case management team providing services to 750 units of elderly/disabled housing.
- This is a full-time position subject to grants renewal under the Executive Office of Housing and Livable Communities (EOHLC). The current period of award/term of employment is January 1, 2024-December 31, 2024.
- For social work licensed or license eligible applicants, social work supervision may be provided by the Director of Resident Services.

Principal Duties and Responsibilities

- Effectively and creatively communicating with residents (such as by newsletter, flyer, bulletin board, etc.,) to ensure they are informed of available resources and programs.
- Engaging, assessing, and intervening on behalf of SHA tenants in need of assistance of stabilizing housing
- Offering of direct assistance and/or best-of-fit referral to increase health, education, or employment prospects
- Establishing relevant goals with tenants, and tracking and measuring progress.
- Analyzation of resident and program data as the basis for continuous improvement.
- Adeptly developing and sustaining strong collaborative relationships with SHA Resident Service colleagues and multiple external community organizations, including to support tenant organizing efforts.
- Providing detailed monthly reports to the Director of Resident Services on outreach conducted and assistance offered to residents.
- Maintaining all necessary information regarding services to residents in a confidential manner following state and federal regulation. Remaining updated on Fair Housing, mandated reporting, and other pertinent state and federal regulations.
- Assisting in research, preparation, and submission of grant applications to a variety of federal, state, local and private agencies for funds to be utilized in furnishing improved services to residents.
- Other duties as assigned.

Qualifications

- Associate Degree or Higher from an accredited college, in Social Work or Human Services or a closely related field. This can be substituted with experience.
- Minimum of 2 years of direct experience providing social services to low-income/diverse households, Seniors, and/or adults with disabilities





SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

- Possession of strong communication skills- ability to communicate clearly and directly both orally and in writing.
- Ability to interpret a variety of regulatory and related technical instructions.
- Ability to prepare and maintain a variety of records and reports utilizing Microsoft Office software including Outlook, Excel, and Word.
- Solid listening skills – ability to clearly interpret what is being said, and to respond appropriately in the best interests of the Authority.
- Experience providing information and referral services in a housing setting preferred.
- Bilingual skills in Spanish, Haitian Creole or Portuguese preferred.

Employee Benefits Offered

- Employer pays 75% of health insurance; plans administered through the GIC
- Employer pays 75% of dental insurance
- Participation in the State Retirement Program
- Tuition reimbursement
- 16 paid holidays
- 28 paid time off days per year
- Eye glass/contact lens reimbursement
- Long term disability, life insurance, 457B deferred compensation plans, FSA plans and Aflac insurance policies available
- Career growth & opportunities for promotions

Salary: Commensurate with experience and negotiable up to a maximum of \$55,700.00

Interested applicants must submit a letter of interest and resumé to Shannon Bennett by email to shannonb@sha-web.org or mail to:

Shannon Bennett
Somerville Housing Authority
30 Memorial Road,
Somerville, MA 02145

This agency is an Affirmative Action/Equal Opportunity Employer.

